

**REQUEST FOR PROPOSALS
PHASE I: SOLICITATION OF QUALIFICATIONS**

**ENGINEERING SERVICES
FOR
SIXTH AND CANAL PUMP STATION
LONG-TERM IMPROVEMENTS PROJECT**

RFP-2014-10A



**CITY OF READING, PA
815 Washington Street
Reading, PA 19601**

TABLE OF CONTENTS

I.	REQUEST FOR PROPOSALS	1
II.	INTRODUCTION	1
A.	PURPOSE	1
B.	QUALIFICATION SUBMISSION	2
III.	BACKGROUND INFORMATION	2
A.	INTRODUCTION	2
B.	CONSENT DECREE.....	3
C.	GENERAL SCOPE OF SELECTED ENGINEER’S BASIC SERVICES	3
D.	PROJECT TIMELINE.....	4
IV.	CONTENT OF QUALIFICATIONS	4
V.	RFP PHASE I AND PHASE II PROCESS	8
A.	EVALUATION OF QUALIFICATIONS	8
B.	PROCEDURE FOR REVIEW OF QUALIFICATIONS	9
C.	RFP PHASE II	10
VI.	RESERVATION OF RIGHTS	10

I. REQUEST FOR PROPOSALS

The City of Reading (“City”) is initiating a Request for Proposal process for the delivery of engineering services for the planning, design, permitting, preparation of plans and technical specifications including final contract documents for bidding, bid phase services and design services during construction associated with the Sixth and Canal Pump Station Long-Term Improvements, hereinafter referred to as the “Project”.

The submission of a statement of qualifications by engineering firms is the first step in a two phase Request for Proposal process in accordance with the City’s Administrative Code. As described below, the City will evaluate each Proposer’s statement of qualifications and short-list the engineering firms from which the City will invite to submit technical and cost proposals for the Project in the second phase of the Request for Proposal process. Below is a brief description of the two phases of this Request for Proposal.

Phase I: Solicitation of Qualifications

The City will solicit a statement of qualifications from engineering firms (each, a “Proposer”) for the City to evaluate and assess to determine whether a Proposer is acceptably qualified for the Project (“Phase I”). The document herewith shall be referred to as RFP Phase I.

Phase II: Solicitation of Technical and Cost Proposals

Following the City’s evaluation and assessment of interested engineering firms who submitted Qualifications (as defined below) in response to Phase I, the City will solicit technical and cost proposals from the engineering firms short-listed by the City based on the results from Phase I (“Phase II”). The City’s solicitation of technical and cost proposals for the Project shall be referred to as RFP Phase II.

Collectively, RFP Phase I and RFP Phase II compose the entire Request for Proposals associated with the Project and is hereinafter referred to as the “RFP”. The responses by Proposers to both Phase I and Phase II, composed of the Proposer’s Qualifications and the technical and cost proposal, shall be collectively defined as the “Proposal”. The City intends to award the contract for the engineering services that will be detailed in Phase II to the most qualified engineering firm that provides a cost effective and technically sound proposal as may be most advantageous to the City. As used in this RFP, the term “Selected Engineer” shall mean the engineering firm with which the City enters into a contract for the engineering services required for the Project.

II. INTRODUCTION

A. PURPOSE

The intent of the Sixth and Canal Street Pump Station Long-Term Improvements Project is to:

- Study and design replacement of the six existing sewage pumps (each rated for 8.64 MGD at 110’ total dynamic head) and associated motors, variable frequency drives (VFDs), piping, valves and appurtenances;

- Review, evaluate and design upgrades of the electrical feed service/system and emergency generation system;
- Design improvements to the building's SCADA, HVAC and security systems.
- The pump station shall remain in operation during construction phase of the Project.

After the Long-Term Improvement Project has been constructed, the firm capacity of the Sixth and Canal Pump Station (5 pumps operating with the largest pump out of service) must be a minimum of 50 MGD (2035 peak day flow) and with all six pumps operating must be 60 MGD (2035 peak hour flow). The Selected Engineer shall evaluate the style and manufacturer of the pumps during the design process and propose an appropriate and cost effective solution.

B. *QUALIFICATION SUBMISSION*

Each Proposer shall submit one (1) original and six (6) paper copies of its qualifications, plus one (1) electronic copy of its response to this RFP Phase I in a sealed envelope (the "Qualifications"). Such envelopes shall be clearly labeled as "Qualifications for Sixth and Canal Pump Station Long-Term Improvements Project".

The Qualifications shall be delivered to the City Purchasing Coordinator, Room 2-45, City Hall, 815 Washington Street, Reading, PA, 19601 no later than **3:00 p.m. EDT, October 10, 2014** (the "Qualifications Opening"). Qualification packages received at the Office of the Purchasing Coordinator after the time specified may not be considered by the City.

Under no circumstances shall a Proposer initiate contact regarding this RFP with any elected official or employee of the City except that any questions or correspondence related to this RFP must be submitted to:

- Tammi Reinhart, Purchasing Coordinator, City of Reading
Phone: (610) 655-6207
Email: tammi.reinhart@readingpa.org.

III. BACKGROUND INFORMATION

A. *INTRODUCTION*

The City provides wastewater treatment and conveyance services for all or portions of the following municipalities (the "Contributing Municipalities"):

- Alsace Township (through Muhlenberg Township Authority)
- Bern Township
- Cumru Township
- Kenhorst Borough
- Laureldale Borough
- Lower Alsace Township (through Antietam Valley Municipal Authority)
- Lower Heidelberg (through Spring Township)

- Mohnton Borough
- Mount Penn Borough (through Antietam Valley Municipal Authority)
- Muhlenberg Township (through Muhlenberg Township Authority)
- Robeson Township
- Shillington Borough
- Spring Township
- Wyomissing Borough

Within the City's sewer collection and conveyance system are four (4) pumping stations. The Sixth and Canal Pump Station is the oldest, conveying flow from seven of the twelve Contributing Municipalities and accounting for approximately seventy-five percent (75%) of the wastewater received at the City's Fritz Island Wastewater Treatment Plant. In addition to pumping, the wastewater is also screened and de-gritted at the Sixth and Canal Pump Station.

In order to operate and maintain the City's sanitary sewer collection system and the Fritz Island Wastewater Treatment Plant (collectively, the "Sanitary Sewer System") while addressing and planning for capital improvements set forth in its June 28, 2013, capital improvements plan ("CIP") submitted to the United States Department of Justice in connection with the City's obligations pursuant to a Consent Decree lodged with the Eastern District of Pennsylvania in Civil Action No. 04-5696 ("Consent Decree"), the City is soliciting proposals for a consultant to perform specific Consent Decree-required tasks associated with the long term improvements of its Sixth and Canal Pump Station as identified in the CIP. The CIP and the Consent Decree will be made available to the short-listed Proposers during the Phase II.

Because the Selected Engineer will be designing capital improvements necessary for the City's compliance with the Consent Decree, time is of the essence for the Selected Engineer's performance.

B. CONSENT DECREE

In April 2003, the City was requested to meet with the Department of Justice (DoJ), United States Environmental Protection Agency (USEPA) and Pennsylvania Department of Environmental Protection (PADEP) to discuss repeated permit violations at their WWTP. As a result of the permit violations, DoJ initiated a civil enforcement action against the City in the United States District Court for the Eastern District of Pennsylvania. The civil enforcement action was settled and culminated in a Consent Decree that was entered by the Court on November 2005, and modified in February 2014. The modified Consent Decree detailed numerous measures the City was required to undertake, including this Project, the construction of which must be completed by January 31, 2018.

C. GENERAL SCOPE OF SELECTED ENGINEER'S BASIC SERVICES

The engineering services for this Project will include, without limitation, the evaluation, design, permitting, code review, preparation of plans and specifications for bidding, assistance during

the public bidding process, generating interest and publicizing the Project to generate interest among bidders, and engineering services during the construction phase for the Project.

Below is a non-exhaustive list of the physical improvements the will be components of the Project:

- a. Replacement of the sewage conveyance pumps and motors;
- b. Replacement of associated piping, valves and appurtenances;
- c. Replacement of VFDs;
- d. Improvements to SCADA system;
- e. Improvements to HVAC and security systems; and
- f. Evaluate and upgrade of power feed, electrical system and emergency generators.

D. PROJECT TIMELINE

After the RFP process has been completed, the Selected Engineer will begin work upon the City's issuance of a Notice to Proceed (NTP), which will be issued after a Contract has been fully executed. At this time, it is anticipated that the NTP will be issued on/around December 12, 2014.

It is anticipated that the Selected Engineer will have to finalize its design plans and technical specifications and obtain all required permits for public bidding by December 1, 2015. As per the City's obligations under the modified Consent Decree, the required date of completion of the construction of the Project is January 31, 2018. The Selected Engineer will be expected to develop a design that will provide for sufficient time for construction of the Project to be completed (as evidenced by the issuance of a Certificate of Final Completion to the Contractor(s)) in an orderly and coordinated fashion no later than January 1, 2018.

IV. CONTENT OF QUALIFICATIONS

Qualifications shall follow the following format (if the Proposer is a joint venture, please provide the information as it applies to each entity participating in the joint venture):

1. **Cover Letter**
2. **Table of Contents**
3. **Section 1: Proposer Profile** (approximately three pages)

Provide the following information:

- a. Name, business address of headquarters, telephone number, and website address;

- b. A primary contact for the Proposer, including name, job title, address, telephone and email address if different than above.
 - c. Identify the office(s) where the majority of the work will be performed;
 - d. Type of business organization (corporation, partnership, LLC, for profit or not for profit, etc.), federal taxpayer identification number or federal employer identification number; whether registered to do business in Pennsylvania, country and state of business formation, and number of years in business; and
 - e. Provide a narrative overview of the Proposer's primary business experience.
4. **Section 2: Relevant Experience & References** (approximately fifteen pages)

- a. Provide a summary of qualifications and capabilities to perform the engineering services for the Project. The Proposer shall demonstrate that it has provided similar services to other clients with similar sized pumping stations. These qualifications should focus on the Proposer. If a sub-consultant's experience is referenced in the Qualifications, it must be clearly identified as the experience of the particular sub-consultant.

The Proposer shall include a summary of its experience for projects that are similar in nature, size and scope to this Project (i.e. pump stations with capacity between 10 to 50 MGD). The Proposer should concisely highlight its breadth and depth of experience. It is suggested that project descriptions and a summary table be provided to present an overview of the Proposer's experience with each of the following:

- i. Design of new wastewater pumping stations
- ii. Design of significant upgrades to existing wastewater pumping stations
- iii. Projects that required significant upgrades while the existing pumping station remained in service
- iv. SCADA system, preferably one which utilized the GE Cimplicity system
- v. Projects subject to PENNVEST funding
- vi. HVAC improvements

- vii. Electrical and emergency generator improvements
- viii. The use of Computational Fluid Dynamics (CFD), or other modeling software, to simulate the hydraulic conditions within a pump station.
- b. The Proposer shall submit at least five client references (including names and phone numbers) and describe the relevant project(s) for such clients.
- c. The Proposer shall indicate its local knowledge and understanding.
- d. The Proposer shall identify if the County of Berks or any of the Contributing Municipalities (including any Authorities thereof) are current clients of the Proposer or any Subconsultants.
- e. The Proposer shall identify and briefly explain any actual or potential conflicts of interest that might result if the Proposer is selected by the City.

5. **Section 3: Key Personnel**

As described below, this section should consist of an organization chart, summary table and requested résumés.

The City is most interested in reviewing the qualifications of the key personnel being proposed for this Project that will actually be working on the Project. The Proposer shall provide an organization chart that identifies how the Proposer plans to staff the project and the structure of the team. The organization chart should identify all personnel being proposed for the Project.

For all proposed staff identified in the organization chart, the Proposer shall compile a table that identifies: employee name, title, firm, office location, highest education level, area of expertise, State or Commonwealth and type of License, and years of experience.

Each Proposer shall provide a résumé for the following individuals only (approximately two pages per person):

- a. Principal-in-Charge/Project Director – An executive officer of the Proposer that will be responsible for the overall performance of the Selected Engineer's services;
- b. Project Manager – A Professional Engineer licensed in the Commonwealth of Pennsylvania to provide the day-to-day contact and will be managing the overall effort;

- c. Deputy Project Manager – An individual that will be actively working on the Project and assisting the Project Manager; and
 - d. Five (5) additional résumés of team members critical to the success of the Project.
6. **Section 4: Proposed Subconsultants** (approximately one page per subconsultant)

Clearly and concisely identify all subcontractors the Prime Proposer intends to utilize for this Project. For each such subcontractor, provide:

- a. Name, business address of headquarters, telephone number, and website address;
- b. A statement of the work the Proposer intends the named subcontractor to provide;
- c. Identify the office(s) where the subconsultant work will be performed;
- d. Type of Business organization (corporation, partnership, LLC, for profit or not for profit, etc.), federal taxpayer identification number or federal employer identification number; whether registered to do business in Pennsylvania, country and state or Commonwealth of business formation, and number of years in business; and,
- e. Provide an overview of the subconsultant's primary business experience.

7. **Appendix A: Financial Capacity**

Provide documentation demonstrating fiscal solvency and financial capability to perform the work sought for this Project for the Proposer. Provide one or more of the following:

- General statement of the Proposer's financial condition; or
- Proposer's most recent audited or unaudited financial statements.

Furthermore, the Proposer shall disclosure of any bankruptcy filings over the past five years.

8. **Appendix B: Defaults**

For the five year period preceding the date of this RFP Phase I, provide a detailed description of any situation in which the Proposer or subconsultant (either under a prime contract, partnership or joint venture) defaulted or was alleged to be in noncompliance of any contractual obligations, explaining the issues involved in

the default, the outcome, and the actions taken by Proposer to resolve the matter. Provide the name, title and telephone number of the other party to the contract who asserted the event of default or noncompliance or the individual who managed the contract.

9. Appendix C: Disclosure of Litigation or Administrative Proceedings

For the five year period preceding the date of this RFP Phase I, provide a detailed description of any judicial or administrative proceeding that is material to Proposer's business or financial capability or to the subject matter of the RFP, or that could interfere with Proposer's performance of the work for the Program, including, but not limited to, any civil, criminal or bankruptcy litigation; any debarment or suspension proceeding; any criminal conviction or indictment; and any order or agreement with or issued by a court or local, state or federal agency. For each such proceeding, state the name of the case or proceeding, the parties involved, the nature of the claims involved, its current status and the final disposition, if any. Provide the same information for any officer, director, principal, or partner of Proposer's organization, and for any subcontractor the Proposer plans to use to perform the services for the Program.

V. RFP PHASE I AND PHASE II PROCESS

By submitting the Qualifications, each Proposer certifies that it has read the complete RFP Phase I, understands the process, has an understanding of the Project scope, nature and quality of work to be performed associated with this Project, and accepts and agrees to all provisions set forth herein.

After the Qualifications have been submitted to the City, communications related to this RFP and selection process shall be prohibited unless initiated by the appropriate City employee or agent in order to obtain information or clarification needed to develop a proper, accurate evaluation of the Qualifications.

Any prohibited communications initiated by a Proposer may be grounds for disqualifying the offending Proposer from consideration and/or any future RFP.

A. EVALUATION OF QUALIFICATIONS

The City will evaluate the Qualifications to identify Proposers to be the most advantageous to the City, taking into consideration, without limitation, the evaluation factors set forth below:

1. Experience and qualifications of the Selected Engineer:
 - a. The degree to which the personnel on the Engineering Team have held responsible positions for similar projects;

- b. The degree to which the Engineering Team brings experience in the full range of skills and expertise needed to accomplish the scope of work on the Program in all task areas;
 - c. The specific commitments made in the Qualifications for staffing the Team, including the percentage of the Project Manager's time dedicated to the Program;
 - d. Experience within the local permitting region; and,
 - e. Any other experience and/or criteria the City deems relevant.
- 2. Experience and past performance of the Team members on similar projects within the last ten (10) years:
 - a. The experience of the Team members in conducting projects of similar nature and complexity; and,
 - b. The ability of the Proposer to draw on this experience to benefit the Program.
- 3. Any other experience and/or criteria the City deems relevant.
- 4. Financial and legal qualifications of the Proposer.
- 5. Conflicts of Scope: The City views the performance of the engineering services required for the Project as a role separate and apart from the performance of professional program or construction management for the Project and that acting in both roles would result in a conflict within the scope of performance. Therefore, the City may deem, in its sole discretion, that an entity performing program or construction management for this Project is not qualified to act as the Selected Engineer.

B. PROCEDURE FOR REVIEW OF QUALIFICATIONS

The City will review each submission for compliance with the qualifications and requirements set forth herein. Failure to comply with any requirements may disqualify a Proposal.

The City may arrange for meetings or interviews with one or more of the Proposers to clarify any aspect of the Qualifications and to give a Proposer the opportunity to explain its credentials. If needed, the City intends to conduct interviews on/about the week of October 13, 2014. The City will contact the Proposers selected for an interview with the date and time for their respective interviews.

C. RFP PHASE II

Firms short-listed through this Phase I process will be invited via the RFP Phase II to submit a technical and cost proposal for the RFP ("Short-Listed Proposers"). It is anticipated that the RFP Phase II will be issued sometime on or about October 17, 2014.

The full scope of services and a proposed contract will be provided in the Phase II process.

A mandatory pre-proposal conference with the Short-Listed Proposers will be held at the Berks County Fire Training Center, 895 Morgantown Road, Reading, Pennsylvania, at 11:00 a.m. (local time) on October 24, 2014. The purpose of the pre-proposal conference will be to discuss the Project, answer any questions and facilitate a site visit to the Sixth and Canal Pump Station. No statements made during the pre-proposal conference shall be binding on the City unless issued in writing through an addendum.

It is anticipated that the technical and cost proposals from the Short-Listed Proposers will be due on or about November 14, 2014, with interviews occurring on November 19 and 20, 2014.

VI. RESERVATION OF RIGHTS

The City reserves and may exercise, at its sole discretion, the following rights with respect to this RFP and all Proposals submitted pursuant to this RFP:

1. To reject all Proposals and re-issue the RFP at any time prior to execution of a final contract; to require, in any RFP for similar products and/or services that may be issued subsequent to this RFP, terms and conditions that are substantially different from the terms and conditions set forth in this RFP; or to cancel this RFP with or without issuing another RFP.
2. To reject the submission of Qualifications or Proposal if, in the City's sole discretion, the Qualifications or Proposal is incomplete, the Qualifications or Proposal is not responsive to the requirements of this RFP, the Proposer's Qualifications do not meet the City's needs, as determined by the City in its sole discretion, or it is otherwise in the best interest of the City to reject the Qualifications or Proposal.
3. To supplement, amend, substitute, or otherwise modify this RFP at any time prior to the execution of a final contract.
4. To accept or reject any or all of the items in any Proposal and award a contract for the whole or only a part of any Proposal if the City determines, in its sole discretion, that it is in the City's best interest to do so.
5. To reject the Qualifications or Proposal of any Proposer that, in the City's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City, is financially or technically incapable, or is otherwise not responsible.

6. To waive any informality, defect, non-responsiveness, and/or deviation from this RFP that is not, in the City's sole judgment, material to the Proposal.
7. To permit or reject, at the City's sole discretion, amendments (including information inadvertently omitted), modifications, alterations, and/or corrections to Proposals by one or more of the Proposers following Proposal submission.
8. To request that one or more of the Proposers modify their Proposals including, but not limited to, to modify the pricing or to provide additional information or services until a Contract has been executed by the City.
9. To request additional or clarifying information from any Proposer at any time, including information inadvertently omitted by a Proposer.
10. To require that a Proposer appear for interviews and/or presentations of their Qualifications or Proposal at City offices.
11. To inspect projects similar in type and scope to the work sought in this RFP.
12. To conduct such investigations as the City considers appropriate with respect to the qualifications of any Proposer and with respect to the information contained in any Proposal.